

# Wisconsin ServicePoint

## INITIAL LICENSE FEES AND RENEWALS

### **Policy:**

Department of Commerce will bill the agency for the HMIS participation fee. The fee covers agency set-up, training and support.

### **Standard:**

Commerce will bill the agency for the initial HMIS participation fee. The license fee covers agency set-up training and support. The fee is payable within 60 days following date of the invoice. Regardless of when in the fiscal year a fee is paid, the fee covers the fiscal year in which it is paid. A fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>. Billing for the renewal of Wisconsin ServicePoint (WISP) licenses will occur once annually in June year.

### **Resources:**

#### **HMIS WEB SITE (WISP)**

<https://wisconsin.servicept.com>

#### **HMIS INFOmed**

[www.hmis.info/default.asp](http://www.hmis.info/default.asp)

#### **Wisconsin HMIS**

<http://wisp.wi.gov>

#### **WISP HELP**

[sphelp@commerce.state.wi.us](mailto:sphelp@commerce.state.wi.us)

### **Purchasing New Licenses**

Agencies may purchase licenses at any time. License fees are calculated on a sliding scale. The total number of licenses an agency holds determines the cost of each additional license. For example, if an agency purchased one license in 2004 it would cost \$350, but if the agency later decided in 2005 that it wanted two additional licenses it would pay the three license rate \$850 minus the \$350 from their initial purchase. Billing for new licenses will take place immediately after a request for new licenses is received.

### **Wisconsin ServicePoint License Renewal**

Billing for the renewal of Wisconsin HMIS licenses will occur once annually in June. The renewal fee will cover the subsequent fiscal year. The renewal fee will be 25% of all licenses ever purchased. The Renewal Fee is payable within 60 days following date of the invoice.

### **License Fees:**

# USERS	License Fee	Annual Renewal Fee	# USERS	License Fee	Annual Renewal Fee
1	\$350	\$87.50	12	\$2,200	\$550.00
2	\$650	\$162.50	13	\$2,300	\$575.00
3	\$850	\$212.50	14	\$2,400	\$600.00
4	\$1,050	\$262.50	15	\$2,500	\$625.00
5	\$1,250	\$312.50	16	\$2,600	\$650.00
6	\$1,400	\$350.00	17	\$2,700	\$675.00
7	\$1,550	\$387.50	18	\$2,800	\$700.00
8	\$1,700	\$425.00	19	\$2,900	\$725.00
9	\$1,850	\$462.50	20	\$3,000	\$750.00
10	\$2,000	\$500.00	21	\$3,100	\$775.00
11	\$2,100	\$525.00			

### **Other Information-**

- All fees charged will be rounded to the nearest \$5.00
- Make checks payable to the Department of Commerce
- **Mail checks to:** **Address all billing inquiries to:**  
Dept of Commerce [sphelp@commerce.state.wi.us](mailto:sphelp@commerce.state.wi.us)  
Division of Housing and  
Community Development, 5<sup>th</sup> Floor  
ATTN: WISP FEES  
PO Box 7970  
Madison, WI 53707